



**CITY OF AKRON, OHIO**  
**POLICE DIVISION**  
**JAMES D. NICE, CHIEF OF POLICE**

<b>NUMBER</b> P-2011-022	<b>EFFECTIVE DATE</b> September 1, 2011	<b>RESCINDS</b> P-09-022
<b>SUBJECT</b> Field Training Procedure		<b>ISSUING AUTHORITY</b> Chief James D. Nice

## **I. POLICY**

Provide probationary officers the opportunity to develop the basic skills, knowledge, and ability necessary to perform independently and competently the duties of a police officer.

## **II. DEFINITIONS**

A. Field training officer (FTO) – An officer who works with a probationary officer to provide on-the-job training in the duties of general law enforcement.

B. Probationary officer – A new officer who works under the observation and guidance of a FTO.

## **III. PROCEDURE**

### **A. FIELD TRAINING OFFICER'S RESPONSIBILITIES**

1. Will serve as a role model to the probationary officer.
2. Will use field incidents as training opportunities.
3. Must know the usefulness of suggested FTO training methods and when and how they are best applied to field training such as assignments to supplement learning and practical exercises.
4. Must be able to recognize dangerous behavior and correct unsatisfactory performance.
5. Will complete a Field Training and Evaluation Program Weekly Observation Report by Sunday of each week.
6. Will provide input to supervisors that the probationary officer is prepared for release to the field with a permanent employment status, needs remedial training, or needs to be terminated.

7. Will provide feedback to supervisors about the field training program effectiveness and may suggest improvements.
8. Is discouraged from socializing with the probationary officer while off duty.
9. Is prohibited from asking a trainee to do anything that compromises the FTO's position.

#### B. SERGEANT'S RESPONSIBILITIES

1. The sergeant oversees the FTO's activities and makes sure the FTO carries out his duties as required.
2. Serves as a second rater of the probationary officer's performance and acts as a "check and balance" in determining status of the officer at the end of the program.
3. Should occasionally ride with the probationary officer for the purpose of observing performance, soliciting the officer's comments and concerns regarding the training process, providing guidance, etc.
4. Will complete a Field Training and Evaluation Program Supervisor's Bi-Monthly Observation Report by the first and third Monday of each month.
5. Will review the bi-monthly report with the probationary officer addressing the officer's strengths and weaknesses. Once the review is completed, the sergeant will ensure that the officer signs the bi-monthly report.
6. Will determine if the probationary officer is enrolled in the military veteran's "On the Job Training" Program and will complete a monthly Veteran's Observation Report starting at the end of the normal FTO Program; and will fill out the monthly report until the military veteran officer completes the program and exhausts his benefits.

#### C. SHIFT COMMANDER'S RESPONSIBILITIES

1. Will confer with the Training Bureau to establish a list of shift FTO's.
2. Will review the FTO's Weekly Observation Report, Supervisor's Bi-Monthly Observation Report, and complete the Shift Commander's Monthly Assessment Form by the first Monday of each month. The Shift Commander will then forward a copy of the assessment form to the Subdivision Commander.
3. Will ensure that copies of all the evaluations are made on a weekly basis and forwarded to the Training Bureau.
4. Will meet, two weeks prior to the completion of the recruit's probationary period, with the sector sergeant, Academy Commander, and Training Bureau Commander for the

purpose of completing the End-of-Phase Evaluation Form; and determine if the officer is a military veteran and is enrolled in the "On the Job Training" Program.

5. Will forward the entire FTO folder to the Training Bureau at the end of the recruit's probationary period.
6. Will assign a sergeant to complete the monthly Veteran's Observation Report for any officer who completed the probationary period and is enrolled in the "On the Job Training" Program; and ensure that the report is sent monthly to the Training Bureau.

#### D. TRAINING BUREAU RESPONSIBILITIES

1. Will assign recruits with FTO's from a list of FTO's provided by the Shift Commanders.
2. Will provide any remedial training recommended by the Shift Commanders.
3. Will maintain Field Training Program files on each recruit during and after completion of the probationary period.
4. Will assist officers who are military veterans with enrollment in the Veteran's Administration "On the Job Training" and will forward a copy of the monthly Veteran's Observation Report forms and any other required documents to the proper Veteran's Administration Office.

By Order Of,



James D. Nice  
Chief of Police

Date August 16, 2011